

THIS DOES NOT
CIRCULATE

AGREEMENT BETWEEN
THE COUNTY OF HUNTERDON
AND

HUNTERDON COUNCIL NO. 15, N.J.C.S.A.

FOR 1978 - 1979

*Addendum includes
Hunterdon County Welfare Board*

LIBRARY
Institute of Management and
Labor Relations

MAY 10 1979

RUTGERS UNIVERSITY

78-79

TABLE OF CONTENTS

ADHERENCE TO CIVIL SERVICE RULES-----	8
ASSOCIATION REPRESENTATIVES-----	5
BENEFITS, (MEDICAL & OTHER)-----	45-46
BREAKS-----	15
COPIES OF MINUTES-----	62
DISCRIMINATION & DISCIPLINE-----	56
DURATION OF AGREEMENT-----	64
ECONOMY LAYOFFS-----	58
EMPLOYEES EXPENSES-----	47-48
EMPLOYEES FACILITIES-----	49
GENERAL PROVISIONS-----	63
GRIEVANCE PROCEDURE-----	59-61
HOLIDAYS-----	38-39
HOURS OF WORK-----	14
JOB CLASSIFICATIONS & VACANCIES-----	52
JURY DUTY-----	44
LEAVES OF ABSENCE-----	42-43
MANAGEMENT-----	4
OVERTIME-----	33-37
PAYROLL DEDUCTIONS-----	3
PERSONNEL FILES-----	57
PROMOTIONS & TITLE CHANGES-----	53-54
RIGHTS & PRIVILEGES-----	6-7
RULES OF THE EMPLOYER-----	9
SAFETY-----	50
SCOPE OF AGREEMENT & BARGAINING-----	1-2
TEMPORARY EMPLOYEES-----	55
UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS-----	51
VACATIONS-----	40-41
WAGES-----	16-18
 SCHEDULE A-1-----	 19-21
SCHEDULE A-2-----	22
SCHEDULE A-3-----	23
SCHEDULE B-1-----	24
SCHEDULE B-2-----	25
SCHEDULE B-3-----	26
SCHEDULE C-1-----	27
SCHEDULE C-2-----	28
SCHEDULE C-3-----	29
SCHEDULE D-1-----	30
SCHEDULE D-2-----	31
SCHEDULE D-3-----	32

(continued)



WELFARE ADDUNDUM

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>ARTICLE NO.</u>	<u>PAGE NO.</u>
Adherence to Civil Service Rules - - - - -	6 - - - - -	3
Association Representatives - - - - -	4 - - - - -	2-3
Breaks - - - - -	9 - - - - -	4
Communications - - - - -	28 - - - - -	16
Discrimination and Discipline - - - - -	24 - - - - -	11
Duration of Agreement - - - - -	31 - - - - -	17
Economy Layoffs - - - - -	26 - - - - -	12
Educational Leave and Assistance - - - - -	30 - - - - -	17
Employees Expenses - - - - -	17 - - - - -	8-9
Employee Facilities - - - - -	18 - - - - -	9
Formula For Wages - - - - -	Attachment- - - - -	19-25
General Provisions - - - - -	29 - - - - -	16-17
Grievance Procedure - - - - -	27 - - - - -	12-16
Holidays - - - - -	12 - - - - -	5
Hours of Work - - - - -	8 - - - - -	4
Job Classifications and Vacancies - - - - -	21 - - - - -	10
Jury Duty - - - - -	15 - - - - -	8
Leaves of Absence - - - - -	14 - - - - -	7
Management - - - - -	3 - - - - -	2
Medical and Other Benefits - - - - -	16 - - - - -	8
Overtime - - - - -	11 - - - - -	4-5
Payroll Deductions - - - - -	2 - - - - -	1-2
Personnel Files - - - - -	25 - - - - -	11-12
Promotions and Title Changes - - - - -	22 - - - - -	10-11
Rights and Privileges of the Association -	5 - - - - -	3
Rules of the Employer - - - - -	7 - - - - -	4
Safety - - - - -	19 - - - - -	9-10
Scope of Agreement and Bargaining Unit - -	1 - - - - -	1
Temporary Employees - - - - -	23 - - - - -	11
Unscheduled Closing of County Departments	20 - - - - -	10
Vacations - - - - -	13 - - - - -	5-6
Wages - - - - -	10 - - - - -	4

ARTICLE 1

SCOPE OF AGREEMENT AND BARGAINING UNIT

The Employer acknowledges that it has ascertained that the Association represents a majority of the employees set forth in the bargaining unit, and is, therefore, legally entitled to recognition by the Employer as the sole and exclusive bargaining representative of the employees in the bargaining unit.

The Employer recognizes that this Agreement constitutes an obligation of the Employer, and that the terms and provisions of this Agreement shall embrace all present and future permanent, provisional and temporary positions, full-time and part-time, in all Departments of the County of Hunterdon, and all other positions wherein authorization has been given to the Association to act on behalf of employees in such positions. Modifications of this Agreement, as they apply to the employees of the Hunterdon County Welfare Board, are set forth in an Addendum to this Agreement.

The appropriate bargaining unit shall consist of all employees of the County of Hunterdon, including Supervisors, (as recognized past practice of the Association), in any position, whether such employees are of provisional, permanent, or temporary status; excepting Federal employees, employees of the Board of Elections, Probation Officers-Probation Department, Jail employees, Sanitary Inspectors-Health Department, County Detectives-Prosecutor's Office, Department Heads, any appointed or elected officials, or any employee the Parties agree is in a confidential position whose work is involved solely in the labor relations process.

Unless otherwise indicated, the terms employee or employees, when used in this Agreement, refer to all persons represented by the Association in the above defined negotiation unit.

ARTICLE 1 (Continued)

The Parties recognize that a Clarification of Unit proceeding is presently pending before the Public Employment Relations Commission affecting the position titles of Assistant or Deputy Department Heads, CETA employees, and employees of the Parks and Recreation Commission. The Parties agree that this Article shall be modified pursuant to the resolution of this matter by the Parties or by the Public Employment Relations Commission, or in the event of an appeal therefrom, by the Courts of this State.

ARTICLE 2

PAYROLL DEDUCTIONS

A. DUES CHECKOFF:

The Employer will deduct current uniform dues of employees who are members of the Association beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the Employer will forward a list of all employees hired or terminated during the preceding month.

It shall be the sole obligation of the Employer to remit sums deducted to the Treasurer of the Association by the fifteenth (15) of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made.

The Association shall hold the Employer harmless against all claims, demands, or other forms of liability that may arise out of the Employer deducting sums as Association dues pursuant to this Article.

B. AUTOMOBILE INSURANCE COVERAGE:

The County agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Association shall hold the employer harmless against all claims, demands, or other forms of liability that may arise out of the Employer deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless Agreement from the carrier providing such group automobile insurance coverage. The contract between the insurance carrier and the County shall contain provisions reasonably acceptable to both the County and the Association.

ARTICLE 3
MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including, but not limited to, the rights of hiring, suspending, discharging in accordance with Civil Service Rules, promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means, and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Civil Service Regulations, and any other applicable law or provision of this Agreement.

It is understood that in the discharge of these rights, every employee shall be treated within the accepted standards of common decency, courtesy, and respect.

ARTICLE 4

ASSOCIATION REPRESENTATIVES

The Association shall designate such members of the Association as it deems reasonably necessary as Association Representatives, who shall not be discriminated against due to their legitimate Association activity. A list of Association designated representatives shall be provided the Employer.

Any authorized representatives of the New Jersey Civil Service Association, Inc., so designated, shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement and policing of this Agreement, so long as such visits do not interfere with proper service to the public.

The Department Head of the area to be visited shall be notified prior to such visit.

ARTICLE 5

RIGHTS AND PRIVILEGES OF THE ASSOCIATION

The Board of Chosen Freeholders agrees to make available to the Association all public information concerning the financial resources of the County, together with information which may be necessary for the Association to process any grievance or complaint.

The Association representatives shall be permitted to participate, during normal working hours, in negotiations, grievance proceedings, conferences, or meetings with the Employer with no loss in pay. This shall apply to any employee in connection with his or her grievance.

Representatives of Hunterdon Council No. 15, or of the State Association, (N.J.C.S.A.), or its affiliates so designated, shall be permitted to transact official Association business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service.

The Association may use facilities and equipment when not otherwise in use.

The Association may use bulletin boards and mailboxes.

Should the representative of the Association, or the Association itself, cause any malicious damage to any facility or equipment owned by the County, the Association hereby agrees to either repair such facility or equipment at its own cost, or to reimburse the County for the reasonable cost to repair said facility or equipment.

EMPLOYEE REPRESENTATIVES WHO ARE TO BE PRESENT AT NEGOTIATIONS:

1. No more than five (5) employees and an attorney shall appear and negotiate for Hunterdon Council No. 15, N.J.C.S.A. One (1) of the five (5) employees, however, should be an employee who attends negotiations when matters under discussion involve a subject area with which said employee has special knowledge, or when the issue involves a department or group of employees with whom the designated employee is associated.

2. For obvious reasons, there shall be no limit as to the composition of an employee negotiating committee, if the negotiating sessions are conducted after working hours.

3. After the instant Agreement is executed, and until such time as a successor contract is consummated, the number of employees who negotiate during working hours should consist of no more than one (1) employee representative from a department, except that the President of the employee Association may participate in negotiations together with another employee from his department.

ARTICLE 6

ADHERENCE TO CIVIL SERVICE RULES

The Employer and the Association understand and agree that all Rules promulgated by the New Jersey Department of Civil Service shall be binding upon both Parties.

ARTICLE 7

RULES OF THE EMPLOYER

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

ARTICLE 8

HOURS OF WORK

It is understood by the Parties that the hours of work in existence at the time of this Agreement for all departments shall remain in full force and effect until mutually changed. Either party reserves the right to request a change in working hours. This request will be subject to negotiations.

Those employees obligated to work in the field, or on the road traveling, shall compute their hours of work on a portal-to-portal basis.

COUNTY EMPLOYEES WORKING 35 HOURS

Work Week: Monday through Friday
8:30 A.M. - 4:30 P.M. 1 Hour Lunch

LIBRARY

Work Week A: (Employees hired prior to 2/26/72)
Monday through Friday

Shift 1A:	8:30 A.M. - 4:30 P.M.	1 Hour Lunch
Shift 1B:	9:00 A.M. - 5:00 P.M.	1 Hour Lunch
Shift 2:	1:30 P.M. - 9:00 P.M.	1/2 Hour Lunch

Work Week B: (Employees hired on or after 2/26/72, or earlier if voluntary)
Tuesday through Saturday
(Saturday hours are 9:00 A.M. - 5:00 P.M.)
Same Hours & Shifts as above.

The Library shall be open in the summer on Saturdays during the same hours that it is open at other times of the year. The Employer shall, if requested, allow a maximum of one (1) professional Library employee and two (2) non-professional Library employees to have scheduled days off on a Saturday, such as vacation days, or personal days. These Saturday scheduled days off shall not be affected by sick leave or other similar leaves.

ARTICLE 8 (Continued)

COUNTY EMPLOYEES WORKING 40 HOURS

ROADS & BRIDGES

Work Week: Monday through Friday
7:30 A.M. - 4:00 P.M. 1/2 Hour Lunch

BUILDINGS & MAINTENANCE

Work Week: Monday through Friday
Shift 1: 6:30 A.M. - 3:00 P.M. 1/2 Hour Lunch
Shift 2: 2:30 P.M. - 11:00 P.M. 1/2 Hour Lunch

The foregoing "Buildings & Maintenance" hours represent an increase of one (1) hour per day, and affected employees shall receive a pro-rata (1/7) wage increase in addition to receiving any wage or step increases granted herein.

COMMUNICATIONS

HOURS OF WORK AND SCHEDULING:

Radio Dispatchers and Senior Radio Dispatchers shall work a Schedule of six (6) days within a nine (9) day period. There shall be no extra compensation provided to employees for working the sixth (6) day during a nine (9) day period. In the event an employee is required to work, and does work, more than eight (8) hours and fifteen (15) minutes in any work day, or more than six (6) days in a nine (9) day period, he shall receive overtime pay for each hour worked at the rate of time and one-half (1 1/2) his straight time of his hourly rate of pay. Employees shall work on a shift basis as indicated below.

First Shift: 2245 Hours - 0700 Hours
Second Shift: 0645 Hours - 1500 Hours
Third Shift: 1445 Hours - 2300 Hours

The question of holiday pay will be handled as follows:

The 2245-0700 Hour shift will be paid the eight (8) hours holiday pay for any holiday worked in which the operator has worked seven (7) hours on the holiday date. The 2245-0700 Hour shift in which the operator works only one (1)

ARTICLE 8 (Continued)

hour on the holiday date will not be considered as holiday pay. We have all agreed to this understanding and believe it will equalize.

Lunch and coffee breaks are only to be taken, (on premises), when work load permits during a shift. Unused break time shall not be credited or accumulated in any way by the employee.

The hours of work for the Chief Radio Dispatcher shall be five (5) eight (8) hour week days. Start and quit times to be designated by the Department Head. Overtime and Holiday compensation shall be paid as provided in Article 11 of the Agreement.

In the event of an emergency, scheduled event, or illness requiring the assignment of additional personnel for certain hours, the following pertinent procedures shall be followed:

1. EMERGENCIES:

An on-call, full-time employee shall be called in first.

2. ILLNESS:

On-call personnel shall be solicited first. Should they not wish to accept the overtime, then off duty full-time employees will be solicited. If none are available, part-time employees may be solicited. If none are available, it will then constitute an emergency, and on-call personnel will be assigned.

All solicitations and/or assignments to be done in the order of persons with the least amount of worked overtime being called or assigned first.

ARTICLE 8 (Continued)

2. ILLNESS: (Continued)

"If a dispatcher assigned to work the 0700-1500 Hour shift calls in sick, one (1) of the 2300-0700 Hour shift dispatchers will automatically hold over for the first four (4) hours, (0700-1100), of the 0700-1500 Hour shift. This may be done either by one (1) volunteering to hold over; or, in the case where neither one particularly wants to remain, the one (1) with the least amount of overtime as of that date will be the one (1) responsible to remain.

If a part-time dispatcher is working with a full-time dispatcher on the 2300-0700 Hour shift, the full-time dispatcher will be the one (1) responsible to remain, unless doing so would not interfere with the part-time dispatchers permanent full-time job on that day, and he wishes to volunteer. However, a part-time dispatcher may volunteer to remain only if a full-time dispatcher is also reporting for duty at 0700 Hours to work with him. If a full-time and a part-time dispatcher were scheduled to work the 0700-1500 Hour shift, and it is the full-time dispatcher that calls in sick, then it shall be the responsibility of the full-time 2300-0700 Hour shift dispatcher to remain.

The second four (4) hours of that shift, (1100-1500), as well as all other times, will be covered by using the standard/^{existing}method after 0800 Hours."

On the remaining days of the same illness, a part-time employee may be called in.

3. SCHEDULED EVENTS:

A part-time employee may be called in.

ARTICLE 3 (Continued)

It is understood and agreed that employees may switch hours or shifts provided no employee works in excess of twelve (12) consecutive hours as a result of the aforementioned switch. It is the intent of the Parties that the exchange of hours or shifts between two (2) employees will be on a voluntary basis, and will incur no additional cost to the County. Hours or shifts exchanged shall strictly be a matter between the two (2) employees provided, however, a notice of the exchange and substitution of employees be given to the Department Head, or his designee, no less than twenty-four (24) hours in advance. In the event no such notice is given, the employee who has been assigned the hours or shifts will be required to work. When the twenty-four (24) hour notice is given, the employee accepting the change shall be required to work.

ARTICLE 9

BREAKS

Each employee herein represented shall be entitled to one (1) fifteen (15) minute break for each half-day period of work, (morning and afternoon, and equivalent periods for shift work). Unused break time shall not be credited or accumulated in any way by the employee.

ARTICLE 10

WAGES

Wages shall be paid as hereinafter set forth, provided that part time employees on a regularly scheduled basis shall be paid a salary according to the title pro rata.

All wages and increases are set forth in the schedules attached hereto and made a part hereof, including wages for titles presently in use or to be used in the future. Employees shall be assigned to a range according to job title as indicated in Schedules A-1, B-1, C-1, or D-1.*

Each salary schedule consists of a base and eight (8) steps for each range.

Step one (1) for each range shall be four and one-half percent (4.5%) above the base. Each subsequent step shall be four and one-half percent (4.5%) of the base for the range above the preceding step so that the differential from step-to-step in any given range shall be the set dollar amount shown on Schedules A-2, A-3, B-2, B-3, C-2, C-3, D-2, and D-3* under the heading increment, abbreviated "INC".

Every employee on the payroll of the Employer as of March 31, 1975, or prior thereto, shall move to and be paid at the rate for the next higher step in the appropriate pay range. Employees at maximum in a pay range will receive no such adjustments. Employees hired on or after April 1, 1975, shall move to and be paid at the next higher step on the appropriate pay range after one (1) complete year on the payroll of the Employer, such payment to commence, however, only on the first quarterly anniversary date of said employee after completion of said one (1) year on the payroll. Quarterly anniversary dates shall be:

ARTICLE 10 (Continued)

July 1, (for employees hired during the period April 1 through June 30 inclusive); October 1, (for employees hired during the period July 1 through September 30 inclusive); January 1, (for employees hired during the period October 1 through December 31 inclusive; and April 1, (for employees hired during the period January 1 through March 31 inclusive).

A. ALL EMPLOYEES:

1. Effective January 1, 1978, the base salaries of each range shall remain at the July 1, 1977, rate, however, the increment scale shall change to four and one-half percent (4.5%), and an eighth (8) step shall be added to the end of each range on each salary schedule. (See Schedules A-2, B-2, C-2, and D-2.)*

2. Effective January 1, 1979, the base salary of each range shall be increased by three percent (3%), with the increment scale to remain at the four and one-half percent (4.5%) rate, and each employee is to move to his next higher step on his anniversary date. The eighth (8) step added in 1978 is to remain as a part of the salary schedules. (See Schedules A-3, B-3, C-3 and D-3.)*

B. DISPATCHERS:

As a material part of the Agreement of the Parties with regard to compensation for the positions of Radio Dispatcher, Senior Radio Dispatcher, and Chief Radio Dispatcher, it is agreed by the County and by the Association, on behalf of the employees covered under this Agreement, that employees shall not

ARTICLE 10 (Continued)

have outside employment which would prevent them from reporting to work at the scheduled time. Outside employment will be permitted, however, which does not interfere with the obligations of employees as set forth in Article 11-A-2 of this Agreement.

*Schedules:

- A-1 35 Hour Employees Job Titles and Ranges
- A-2 35 Hour Employees 1978 Salaries
- A-3 35 Hour Employees 1979 Salaries
- B-1 Roads & Bridges Employees Job Titles and Ranges
- B-2 Roads & Bridges Employees 1978 Salaries
- B-3 Roads & Bridges Employees 1979 Salaries
- C-1 Buildings & Maintenance Employees Job Titles and Ranges
- C-2 Buildings & Maintenance Employees 1978 Salaries
- C-3 Buildings & Maintenance Employees 1979 Salaries
- D-1 Communications Dispatchers Job Titles and Ranges
- D-2 Communications Dispatchers 1978 Salaries
- D-3 Communications Dispatchers 1979 Salaries

JOB TITLES AND RANGES

RANGE 1

ADDRESSOGRAPH MACHINE OPERATOR	DOCKET CLERK (TYPING)
BOOKKEEPING MACHINE OPERATOR	DOCKET CLERK
CLERK	JR. LIBRARY CLERK
CLERK-TYPIST	KEY PUNCH OPERATOR
TERMINAL OPERATOR	MAIL CLERK
RECEPTIONIST	

RANGE 2

TELEPHONE OPERATOR	OFFSET-MACHINE OPERATOR
--------------------	-------------------------

RANGE 3

ACCOUNT CLERK	SECRETARY - DIRECTOR FREEHOLDER
ACCOUNT CLERK (TYPING)	SR. CLERK
CLERK STENOGRAPHER	SR. CLERK TYPIST
CLERK TRANSCRIBER	SR. DOCKET CLERK (TYPING)
INDEX CLERK (TYPING)	SR. KEY PUNCH OPERATOR
JR. LIBRARY ASSISTANT	SR. MAIL CLERK
JR. LIBRARY ASSISTANT (TYPING)	SR. BOOKKEEPING MACHINE OPERATOR
TRAINEE - WEIGHTS & MEASURES	

RANGE 4

MICROFILM OPERATOR

RANGE 5

CLERK BOOKKEEPER	SR. ACCOUNT CLERK
PRINCIPAL CLERK	SR. CLERK STENOGRAPHER
PRINCIPAL CLERK TYPIST	SR. LIBRARY ASSISTANT
SGT. AT ARMS	SR. CLERK TRANSCRIBER
CLERK DRIVER - LIBRARY	SR. INDEX CLERK
SR. LIBRARY ASSISTANT (TYPING)	SR. ACCOUNT CLERK TRANSCRIBER

RANGE 6

RANGE 7

PLANNING DRAFTSMAN	PRINCIPAL INDEX CLERK
PRINCIPAL ACCOUNT CLERK	PROBATE CLERK
PRINCIPAL CLERK STENOGRAPHER	SR. CLERK BOOKKEEPER
SR. CLERK DRIVER - LIBRARY	PRINCIPAL LIBRARY ASSISTANT
COORDINATOR DENTAL HEALTH SVCS.	SUPERVISING CLERK
LEASE HOUSING COORDINATOR	ADMINISTRATIVE CLERK
LIBRARY EXHIBIT ARTIST & PUBLIC INFORMATION ASSISTANT (TYPING)	PRINCIPAL LIBRARY ASSISTANT (TYPING)

RANGE 8

SHERIFF'S OFFICER

GUARD - PUBLIC PROPERTY

RANGE 9

PRINCIPAL CLERK BOOKKEEPER
 SUPERVISING CLERK STENOGRAPHER
 ENGINEERING AIDE
 SUPERVISING INDEX CLERK
 ASST. SUPT. - WEIGHTS & MEASURES

SUPERVISING LIBRARY ASSISTANT
 TAX CLERK
 INVESTIGATOR (PROBATION)
 ADMINISTRATIVE SECRETARY

RANGE 10

CONSTRUCTION INSPECTOR

RANGE 11

LIBRARY INTERNE
 SR. ENGINEERING AIDE
 ADMINISTRATIVE ANALYST
 DEPUTY SUPT. - WEIGHTS & MEASURES

LIBRARY TRAINEE
 COMMUNITY SERVICE PLANNER
 PERSONNEL TECHNICIAN

RANGE 12RANGE 13

JR. LIBRARIAN

RANGE 14

ASSISTANT PLANNER

RANGE 15

PRINCIPAL ENGINEERING AIDE
 ASSISTANT ENGINEER

SR. LIBRARIAN

RANGE 16

SR. PLANNER

RANGE 17

PRINCIPAL LIBRARIAN - TECH. SVCS.
 PRINCIPAL LIBRARIAN

PRINCIPAL LIBRARIAN - REFERENCE
 SENIOR ENGINEER

RANGE 18

PRINCIPAL PLANNER

RANGE 19

SUPERVISING LIBRARIAN
SUPERVISING LIBRARIAN - REFERENCE

RANGE 20

SUPERVISING PLANNER

RANGE 21

RANGE 22

RANGE 23

ASST. COUNTY ENGINEER

RANGE 24

RANGE 25

SALARY SCALE
NO INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	7044	317	7361	7678	7995	8312	8629	8946	9263	9580
2	7395	333	7728	8061	8394	8727	9060	9393	9726	10059
3	7766	349	8115	8464	8813	9162	9511	9860	10209	10558
4	8143	366	8509	8875	9241	9607	9973	10339	10705	11071
5	8551	385	8936	9321	9706	10091	10476	10861	11246	11631
6	8979	404	9383	9787	10191	10595	10999	11403	11807	12211
7	9427	424	9851	10275	10699	11123	11547	11971	12395	12819
8	9899	445	10344	10789	11234	11679	12124	12569	13014	13459
9	10393	468	10861	11329	11797	12265	12733	13201	13669	14137
10	10913	491	11404	11895	12386	12877	13368	13859	14350	14841
11	11460	516	11976	12492	13008	13524	14040	14556	15072	15588
12	12030	541	12571	13112	13653	14194	14735	15276	15817	16358
13	12634	569	13203	13772	14341	14910	15479	16048	16617	17186
14	13266	597	13863	14460	15057	15654	16251	16848	17445	18042
15	13928	627	14555	15182	15809	16436	17063	17690	18317	18944
16	14623	658	15281	15939	16597	17255	17913	18571	19229	19887
17	15356	691	16047	16738	17429	18120	18811	19502	20193	20884
18	16125	726	16851	17577	18303	19029	19755	20481	21207	21933
19	16930	762	17692	18454	19216	19978	20740	21502	22264	23026
20	17777	800	18577	19377	20177	20977	21777	22577	23377	24177
21	18666	840	19506	20346	21186	22026	22866	23706	24546	25386
22	19600	882	20482	21364	22246	23128	24010	24892	25774	26656
23	20578	926	21504	22430	23356	24282	25208	26134	27060	27986
24	21607	972	22579	23551	24523	25495	26467	27439	28411	29383
25	22689	1021	23710	24731	25752	26773	27794	28815	29836	30857

35 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1979

SCHEDULE A-3

SALARY SCALE
3% INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	7255	326	7581	7907	8233	8559	8885	9211	9537	9863
2	7617	343	7960	8303	8646	8989	9332	9675	10018	10361
3	7999	360	8359	8719	9079	9439	9799	10159	10519	10879
4	8387	377	8764	9141	9518	9895	10272	10649	11026	11403
5	8808	396	9204	9600	9996	10392	10788	11184	11580	11976
6	9248	416	9664	10080	10496	10912	11328	11744	12160	12576
7	9710	437	10147	10584	11021	11458	11895	12332	12769	13206
8	10196	459	10655	11114	11573	12032	12491	12950	13409	13868
9	10705	482	11187	11669	12151	12633	13115	13597	14079	14561
10	11240	506	11746	12252	12758	13264	13770	14276	14782	15288
11	11804	531	12335	12866	13397	13928	14459	14990	15521	16052
12	12391	558	12949	13507	14065	14623	15181	15739	16297	16855
13	13013	586	13599	14185	14771	15357	15943	16529	17115	17701
14	13664	615	14279	14894	15509	16124	16739	17354	17969	18584
15	14346	646	14992	15638	16284	16930	17576	18222	18868	19514
16	15062	678	15740	16418	17096	17774	18452	19130	19808	20486
17	15817	712	16529	17241	17953	18665	19377	20089	20801	21513
18	16609	747	17356	18103	18850	19597	20344	21091	21838	22585
19	17438	785	18223	19008	19793	20578	21363	22148	22933	23718
20	18310	824	19134	19958	20782	21606	22430	23254	24078	24902
21	19226	865	20091	20956	21821	22686	23551	24416	25281	26146
22	20188	908	21096	22004	22912	23820	24728	25636	26544	27452
23	21195	954	22149	23103	24057	25011	25965	26919	27873	28827
24	22255	1001	23256	24257	25258	26259	27260	28261	29262	30263
25	23370	1052	24422	25474	26526	27578	28630	29682	30734	31786

JOB TITLES AND RANGES
ROADS & BRIDGES

RANGE 1

LABORER

RANGE 2

STOCK CLERK

RANGE 3

MAINT. REPAIRER PAINTER
MECH. REPAIRER HELPER
TRAFFIC MAINT. WORKER

TRUCK DRIVER
BRIDGE REPAIRER
ROAD REPAIRER

RANGE 4

SR. STOCK CLERK

RANGE 5

MECH. REPAIRER
EQUIPMENT OPERATOR

SR. BRIDGE REPAIRER
SR. MAINT. REPAIRER PAINTER

RANGE 6

RANGE 7

SR. MECH. REPAIRER

HEAVY EQUIPMENT OPERATOR

RANGE 8

ROAD FOREMAN
BR. REPAIRER FOREMAN

TRAFFIC MAINTENANCE FOREMAN
MAINT. REPAIRER FOREMAN - PAINTER

RANGE 9

GENERAL ROAD FOREMAN
MECH. REPAIRER FOREMAN

ROAD CONSTRUCTION FOREMAN

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1978

SCHEDULE B-2

SALARY SCALE
NO INCREASE IN BASE

ROADS & BRIDGES

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	9951	448	10399	10847	11295	11743	12191	12639	13087	13535
2	10122	455	10577	11032	11487	11942	12397	12852	13307	13762
3	10676	480	11156	11636	12116	12596	13076	13556	14036	14516
4	10852	488	11340	11828	12316	12804	13292	13780	14268	14756
5	11462	516	11978	12494	13010	13526	14042	14558	15074	15590
6	11579	521	12100	12621	13142	13663	14184	14705	15226	15747
7	12014	541	12555	13096	13637	14178	14719	15260	15801	16342
8	12946	583	13529	14112	14695	15278	15861	16444	17027	17610
9	13325	600	13925	14525	15125	15725	16325	16925	17525	18125

SALARY SCALE
3% INCREASE IN BASE

ROADS & BRIDGES

RG.	BASE	INC.	1	2	3	4	5	6	7	8
4.93-8.87	5.15-9.27	5.37-9.67	5.59-10.06	5.81-10.46	6.04-10.87	6.26-11.27	6.48-11.66	6.70-12.06		
1 10250	461 10711	11172	11633	12094	12555	13016	13477	13938		
5.01-9.02	5.24-9.43	5.46-9.83	5.69-10.24	5.91-10.64	6.14-11.05	6.37-11.47	6.59-11.86	6.82-12.28		
2 10426	469 10895	11364	11833	12302	12771	13240	13709	14178		
5.29-9.52	5.52-9.94	5.76-10.37	6.00-10.80	6.24-11.23	6.48-11.66	6.71-12.08	6.95-12.51	7.19-12.94		
3 10996	495 11491	11986	12481	12976	13471	13966	14461	14956		
5.37-9.67	5.62-10.12	5.86-10.55	6.10-10.98	6.34-11.41	6.58-11.84	6.83-12.29	7.07-12.73	7.31-13.16		
4 11178	503 11681	12184	12687	13190	13693	14196	14699	15202		
5.68-10.22	5.93-10.67	6.19-11.14	6.44-11.59	6.70-12.06	6.95-12.51	7.21-12.98	7.46-13.43	7.72-13.90		
5 11806	531 12337	12868	13399	13930	14461	14992	15523	16054		
5.73-10.31	5.99-10.78	6.25-11.25	6.51-11.72	6.77-12.19	7.02-12.64	7.28-13.10	7.54-13.57	7.80-14.04		
6 11926	537 12463	13000	13537	14074	14611	15148	15685	16222		
5.95-10.71	6.22-11.20	6.48-11.66	6.75-12.15	7.02-12.64	7.29-13.12	7.56-13.61	7.82-14.08	8.09-14.56		
7 12374	557 12931	13488	14045	14602	15159	15716	16273	16830		
6.41-11.54	6.70-12.06	6.99-12.58	7.28-13.10	7.56-13.61	7.85-14.13	8.14-14.65	8.43-15.17	8.72-15.70		
8 13334	600 13934	14534	15134	15734	16334	16934	17534	18134		
6.60-11.88	6.90-12.42	7.19-12.94	7.49-13.48	7.79-14.02	8.08-14.54	8.38-15.08	8.68-15.62	8.98-16.16		
9 13725	618 14343	14961	15579	16197	16815	17433	18051	18669		

JOB TITLES AND RANGES
BUILDINGS & MAINTENANCE

RANGE 1

BUILDING SERVICE WORKER

RANGE 1-A

BUILDING SERVICE WORKER (INCUMBENT)

RANGE 2

BUILDING MAINTENANCE WORKER

RANGE 3

MAINTENANCE REPAIRER (PAINTER/CARPENTER)

RANGE 4

BUILDING MAINTENANCE FOREMAN

RANGE 5

MAINTENANCE REPAIRER FOREMAN (PAINTER/CARPENTER)

RANGE 6

RANGE 7

MAINTENANCE REPAIRER (HEATING, ELECTRICAL HEATING, AIR CONDITIONING & REFRIGERATION)

RANGE 8

RANGE 9

RANGE 10

HEATING & AIR CONDITIONING MECHANIC

RANGE 11

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1978

SCHEDULE C-2

SALARY SCALE
NO INCREASE IN BASE

BLDGS. & MAINT.

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	9582	431	10013	10444	10875	11306	11737	12168	12599	13030
1A	9949	448	10397	10845	11293	11741	12189	12637	13085	13533
2	10124	456	10580	11036	11492	11948	12404	12860	13316	13772
3	10676	480	11156	11636	12116	12596	13076	13556	14036	14516
4	11215	505	11720	12225	12730	13235	13740	14245	14750	15255
5	11759	529	12288	12817	13346	13875	14404	14933	15462	15991
6	12346	556	12902	13458	14014	14570	15126	15682	16238	16794
7	12964	583	13547	14130	14713	15296	15879	16462	17045	17628
8	13613	613	14226	14839	15452	16065	16678	17291	17904	18517
9	14294	643	14937	15580	16223	16866	17509	18152	18795	19438
10	15009	675	15684	16359	17034	17709	18384	19059	19734	20409

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1979

SCHEDULE C-3

SALARY SCALE
3% INCREASE IN BASE

BLDGS. & MAINT.

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	9869	444	4.74-7.11 10313	4.96-7.44 10757	5.17-7.76 11201	5.39-8.09 11645	5.60-8.40 12089	5.81-8.72 12533	6.03-9.05 12977	6.24-9.36 13421
1A	10247	461	5.15-7.73 10708	5.37-8.06 11169	5.59-8.39 11630	5.81-8.72 12091	6.03-9.05 12552	6.26-9.39 13013	6.48-9.72 13474	6.70-10.05 13935
2	10428	469	5.24-7.86 10897	5.46-8.19 11366	5.69-8.54 11835	5.92-8.88 12304	6.14-9.21 12773	6.37-9.56 13242	6.59-9.89 13711	6.82-10.23 14180
3	10996	495	5.52-8.28 11491	5.76-8.64 11986	6.00-9.00 12481	6.24-9.36 12976	6.48-9.72 13471	6.71-10.07 13966	6.95-10.43 14461	7.19-10.79 14956
4	11551	520	5.80-8.70 12071	6.05-9.08 12591	6.30-9.45 13111	6.55-9.83 13631	6.80-10.20 14151	7.05-10.58 14671	7.30-10.95 15191	7.55-11.33 15711
5	12112	545	6.09-9.14 12657	6.35-9.53 13202	6.61-9.92 13747	6.87-10.31 14292	7.13-10.70 14837	7.40-11.10 15382	7.66-11.49 15927	7.92-11.88 16472
6	12716	572	6.39-9.59 13288	6.66-9.99 13860	6.94-10.41 14432	7.21-10.82 15004	7.49-11.24 15576	7.76-11.64 16148	8.04-12.06 16720	8.31-12.47 17292
7	13353	601	6.71-10.07 13954	7.00-10.50 14555	7.29-10.94 15156	7.58-11.37 15757	7.86-11.79 16358	8.15-12.23 16959	8.44-12.66 17560	8.73-13.10 18161
8	14021	631	7.04-10.56 14652	7.35-11.03 15283	7.65-11.48 15914	7.95-11.93 16545	8.26-12.39 17176	8.56-12.84 17807	8.86-13.29 18438	9.17-13.76 19069
9	14723	663	7.40-11.10 15386	7.72-11.58 16049	8.03-12.05 16712	8.35-12.53 17375	8.67-13.01 18038	8.99-13.49 18701	9.31-13.97 19364	9.63-14.45 20027
10	15459	696	7.77-11.66 16155	8.10-12.15 16851	8.44-12.66 17547	8.77-13.16 18243	9.11-13.67 18939	9.44-14.16 19635	9.77-14.66 20331	10.11-15.17 21027

JOB TITLES AND RANGES
COMMUNICATIONS DISPATCHERS

RANGE 1

RADIO DISPATCHER

RANGE 2

RANGE 3

SENIOR RADIO DISPATCHER

RANGE 4

RANGE 5

CHIEF RADIO DISPATCHER

COMMUNICATIONS EMPLOYEES EFFECTIVE JANUARY 1, 1978

SCHEDULE D-2

SALARY SCALE

NO INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	10500	473	10973	11446	11919	12392	12865	13338	13811	14284
2	11025	496	11521	12017	12513	13009	13505	14001	14497	14993
3	11576	521	12097	12618	13139	13660	14181	14702	15223	15744
4	12155	547	12702	13249	13796	14343	14890	15437	15984	16531
5	12763	574	13337	13911	14485	15059	15633	16207	16781	17355

SALARY SCALE
3% INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
5.20-7.80	5.43-8.15	5.67-8.51	5.90-8.85	6.14-9.21	6.37-9.56	6.60-9.90	6.84-10.26	7.07-10.61		
1 10815	487 11302	11789	12276	12763	13250	13737	14224	14711		
5.46-8.19	5.71-8.57	5.95-8.93	6.20-9.30	6.44-9.66	6.69-10.04	6.93-10.40	7.18-10.77	7.43-11.15		
2 11356	511 11867	12378	12889	13400	13911	14422	14933	15444		
5.73-8.60	5.99-8.99	6.25-9.38	6.51-9.77	6.76-10.14	7.02-10.53	7.28-10.92	7.54-11.31	7.80-11.70		
3 11923	537 12460	12997	13534	14071	14608	15145	15682	16219		
6.02-9.03	6.29-9.44	6.56-9.84	6.83-10.25	7.10-10.65	7.37-11.06	7.64-11.46	7.91-11.87	8.18-12.27		
4 12520	563 13083	13646	14209	14772	15335	15898	16461	17024		
6.32-9.48	6.60-9.90	6.89-10.34	7.17-10.76	7.46-11.19	7.74-11.61	8.03-12.05	8.31-12.47	8.60-12.90		
5 13146	592 13738	14330	14922	15514	16106	16698	17290	17882		

ARTICLE 11

OVERTIME

A. OVERTIME RATES:

1. OVERTIME RATES FOR ALL EMPLOYEES OTHER THAN ROADS & BRIDGES, AND DISPATCHERS - Any employee required to work beyond the regular workday, seven (7) or eight (8) hour workday, depending on the Department, shall be paid overtime at the rate of time and one-half (1 1/2).

Employees required to work on the sixth (6) day of a workweek shall be paid at the rate of time and one-half (1 1/2) for hours worked within a regular workday, and double (2) time for any additional hours worked.

Employees required to work on the seventh (7) day of a workweek shall be paid at the rate of double (2) time for hours worked within a regular workday, and double time and one-half (2 1/2) for any additional hours worked.

Employees scheduled to work on a holiday shall be paid their regular days pay for the holiday, plus an additional rate of time and one-half (1 1/2) for all hours worked in a normally scheduled workday. Should an employee be required to work beyond a normal workday on a holiday, he shall be paid the regular rate for the day, plus an additional double (2) time for any hours in addition to the regularly scheduled workday.

2. DISPATCHERS:

a. ON-CALL - Employees are required to be on-call for a four (4) hour period preceeding the scheduled start of the shift, and for a four (4) hour period following the scheduled end of that shift. In the event an employee is called in to duty, he will receive overtime pay at the rate of one and one-half (1 1/2) times his straight time hourly rate of pay for each hour worked before and/or after his normal shift for that day, except as covered in Section B.

ARTICLE 11 (Continued)

2. DISPATCHERS: (Continued)

To facilitate an employee being on-call, the County shall provide, at its own cost, "Pagers" for each employee to have with him during on-call periods. An employee is required to respond to a page within fifteen (15) minutes. The employee may respond either in person or by telephone. After an employee is notified to report to work, he must do so within one (1) hour.

b. HOLIDAY PAY (CALENDAR DATE) - If an employee is authorized to work, and does work, on a holiday, he shall receive one and one-half (1 1/2) times his straight time hourly rate of pay for each hour worked on that holiday. This holiday premium rate shall be paid to the employee in addition to his regular pay for the holiday, (which pay the employee receives whether he works or not, since pay for the day is included in his annual salary). In the event a holiday falls on an employees regularly scheduled day off, and he does not work thereon, the employee shall receive an extra days pay for this day at his straight time hourly rate. In the event the employee, though initially scheduled off on a day which is also a holiday, is subsequently required to work thereon, he shall receive, in addition to the one (1) days extra pay, time and one-half (1 1/2) his straight time hourly rate of pay for each hour worked on that day.

Should an employee be required to work beyond a scheduled shift on a holiday, he shall be paid the regular rate for the day plus an additional double (2) time for any hours beyond his regularly scheduled shift.

3. ROADS AND BRIDGES DEPARTMENT - The overtime rates of all overtime worked shall be one and eight tenths (1.8) times the employees hourly wage. This shall apply to all employees of the Roads & Bridges Department covered by this

ARTICLE 11 (Continued)

3. ROADS & BRIDGES DEPARTMENT (Continued)

Agreement, except clerical employees, who will be paid pursuant to paragraph A-1 above.

B. MINIMUM GUARANTEE:

In addition, any employee required to work overtime shall receive a minimum of two (2) hours pay at the appropriate rate if the time worked is less than two (2) hours, with the exception of an employee required to remain working and continue beyond his regularly scheduled shift. Such employee shall be paid at the overtime rate for the actual hours worked. In the event overtime worked is more than two (2) hours, compensation in such case shall be for the actual hours worked at the appropriate overtime rate.

C. METHOD OF COMPENSATION (EXCEPT DISPATCHERS):

1. All employees shall be compensated for overtime worked.

a. In certain situations wherein overtime is required, but budgetary considerations make payment for overtime impossible, employees may be asked to accept overtime on a voluntary basis to be paid in compensatory time at the above rates.

b. Employees may elect to be paid in compensatory time at the above rates for overtime worked. Such compensation may be accrued up to a maximum of 35/40 hours (one work week), which may be carried on the books at all times. All hours in excess of the above must be used within thirty (30) calendar days.

2. The 35/40 hours accrued for use at a later date may be taken in block form or on a day-to-day basis, and shall be scheduled in advance in the

ARTICLE 11 (Continued)

C. METHOD OF COMPENSATION (EXCEPT DISPATCHERS): (Continued)

same manner as Vacation. If work loads do not permit the use of compensatory time when requested, the employee may elect to accept payment or to continue to carry the time on the books.

3. Should an employees service terminate, unused earned compensatory time shall be reimbursed to the employee in the final pay.

D. EQUALIZATION:

It is the intention of the Parties that overtime be distributed among the employees of a Department, or work group within a Department, on an equal basis.

Roads and Bridges Department Formula (Snow Removal):

GROUP A ---- Road Crews maintain roads in their district, have responsibility for this, and are first called. Overtime to be equalized among crew(s).

GROUP B ---- Equipment Operators run loaders, graders, special heavy duty plow. Overtime to be equalized among operators for these jobs.

GROUP C ---- Extras to be used as back-up for Road Crews. Possibly may be divided into two (2) sub-groups, (one (1) used as drivers, one (1) used as laborers, etc.). Overtime to be equalized among all men in this Group. Any man from this Group may be used to form sub-districts as agreed upon.

Contractors may be used when County vehicles and personnel are all being utilized in snow plowing operations, and there is a need for additional vehicles and personnel to remove snow from County roads. Contractors may also be utilized, if needed, because a County-owned vehicle is disabled. The County will make every

ARTICLE 11 (Continued)

D. EQUALIZATION: (Continued)

effort to have contractors utilize County personnel. The Association will make every effort to provide personnel for snow clearance operations.

All employees will be paid for all overtime worked at 1.8x the employee's usual hourly rate, except when an employee shall be engaged in performing duties of a higher classification, he shall be paid at the rate of the job performed.

E. COURT APPEARANCES:

If an employee is required to appear in Court on County business during his working hours, he shall be excused with pay. If an employee is required to appear at other than his normal working hours, he shall be compensated at his normal overtime rate plus mileage portal-to-portal.

ARTICLE 12

HOLIDAYS

The thirteen (13) legal holidays presently observed shall continue to be observed under this Agreement, (New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Christmas Day).

The day after Thanksgiving shall be a paid day off for all employees. Employees who are required to work, by the Employer, on such paid day off, due to emergencies, or as dictated by past practice, shall receive compensatory time for their normal workday. Employees required to work beyond their normal workday shall be compensated at their normal overtime rate as provided in Article 11.

In addition to the aforesaid thirteen (13) legal holidays, also to be observed are any other legal holidays declared by the legally constituted authorities of the State or Nation.

Also, any day proclaimed by the Governor as a day off for State employees, or by the President as a day off for Federal employees may be observed by the County as determined by the Board of Chosen Freeholders in their sole discretion. In the event the Board of Chosen Freeholders grants such a day off, then County employees will be paid therefore as if they had worked on said day. Employees who are required to work on said day, though it has been declared by the Freeholders as a day off, will receive compensatory time for their normal workday, and their normal overtime rate for all hours worked beyond their normal workday.

ARTICLE 12 (Continued)

It is understood and agreed that the following does not apply to Radio Dispatcher employees. When a holiday, as above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday.

By mutual consent of the Parties, the date of observance of any of the above holidays may be moved to another day.

When holidays permit a three (3) day weekend, employees of those departments who are required to work on any of the three (3) days, shall be paid at the rate of holiday pay as set forth in Article 11, except dispatchers. For dispatchers, see Article 11-A-2-(b).

ARTICLE 13

VACATIONS

All employees shall be granted vacation leave based upon the following from date of hire:

<u>Years of Service</u>	<u>Annual Leave</u>
1st year	1 day/month to end of calendar year in which hired.
1 through 7 years	12 days per year
8 through 10 years	16 days per year
11 through 15 years	21 days per year
16 through 20 years	26 days per year
21 years and over	26 days per year, plus 1 additional day for each year over 20 years.

Employees shall submit requests for vacation time no later than May 15th of the year with first and second choices. Vacations shall be scheduled on the basis of seniority.

Vacation time may be used on a day basis. For purposes of scheduling annual vacations, requests shall state "(number) days to be used on a day basis," with no specific dates required. A separate request for the scheduling of each such day shall be made.

Each employee shall be given credit for each calendar year for all due vacation leave, and shall be entitled to use credited leave when requested. Should an employee's service terminate before the end of the year, earned vacation leave shall be calculated based on the number of months, (or major portion thereof), completed. Unused earned vacation leave shall be reimbursed to the employee in the final pay. Used unearned vacation leave shall be deducted from the final pay.

ARTICLE 13 (Continued)

A vacation carryover of up to one-third (1/3) of a year's vacation credit is permitted upon written notice filed by December 1st. The carryover must be used in the succeeding year or such vacation credit is forfeited.

SICK OR BEREAVEMENT DURING VACATION:

If an employee is on vacation, and becomes ill during that time; not allowing him to continue his vacation, and can provide a doctors proof of such illness, or should a death in the family occur in accordance with the provisions of the bereavement leave paragraph contained in this contract; then that time may be changed to sick and/or bereavement leave, as applicable, and his vacation leave shall be reinstated.

ARTICLE 14

LEAVES OF ABSENCE

A. SICK LEAVE:

Sick leave shall accumulate at the rate of one and one-fourth (1 1/4) days per month in the first year of service, commencing in the first month, or major portion thereof, from date of hire. It is assumed that the employee shall remain in the service of the County for the remainder of the calendar year, and the total number of sick days, pro-rata, shall be credited to the employee. If separation occurs before the end of the year, and more sick leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay.

Sick leave shall accumulate year-to-year, with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year.

B. MATERNITY LEAVE:

An employee shall notify the Employer of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay, and said leave shall be granted. A maternity leave of absence shall be for the maximum period allowed by Civil Service Rules. The employee may elect to return to work at an earlier date, provided the employee shall be deemed medically fit to return to the duties and responsibilities of her position.

C. BEREAVEMENT LEAVE:

All employees shall receive five (5) consecutive working days leave in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, sister-in-law, brother, brother-in-law, grandparent (of

ARTICLE 14 (Continued)

employee or employee's spouse), grandchild (of employee or employee's spouse), parent, step-parent, father-in-law, mother-in-law, and any other member of the immediate household. This leave is separate and distinct from any other leave time. In the event of multiple deaths, special consideration will be given to the employee by the Employer.

D. PERSONAL LEAVE:

All employees herein shall receive four (4) days leave for personal business, non-accumulative, unless prevented by the Employer due to exigencies of the work from taking them, in which case they are to be carried over into the next calendar year. Each employee shall be given credit for each calendar year for all due personal leave, and shall be entitled to use credited leave when requested. Should an employee's service begin after the first, or terminate before the end of the year, earned personal leave shall be calculated based on the number of quarters, (or major portion thereof), completed. Unused earned personal leave shall be reimbursed to the employee in the final pay. Used unearned personal leave shall be deducted from the final pay.

E. OTHER LEAVES:

All other proper and authorized leaves as provided in the Rules of the Department of Civil Service shall be recognized, and constitute a part of this Agreement.

ARTICLE 15

JURY DUTY

Should an employee be obligated to serve as a juror, he shall receive full pay from the County for all time spent of jury duty.

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

ARTICLE 16

BENEFITS, (MEDICAL AND OTHER)

All benefits currently enjoyed by employees shall remain in effect and become part of this Agreement, including all rights and privileges under the PERS, and as provided by Civil Service authority, or as dictated by past practices of the County. Those practices, which are management's prerogative, may be changed at any time by the County, without negotiation with the Association. Those practices which are working conditions may not be changed by the County without negotiations first with the Association.

In addition, the Employer agrees to provide, at no cost to the employees, medical coverage in the form of Blue Cross, Blue Shield, Rider J, and Major Medical as currently provided through the State Health Benefit Plan for all employees and their eligible dependents. The Employer shall also pay the monthly Medicare premium for each employee over age sixty-five (65).

Two (2) representatives of each Party shall thoroughly investigate the medical benefits presently being provided under the State Health Benefits Plan as compared with such other health benefits plans as may be available from other Companies in order to provide better coverage without increase in the monetary consideration. After the investigation is completed, and upon letter of agreement signed by both Parties, the employee medical benefits plan may be altered if deemed to be in the best interests of the Parties involved.

Each employee shall receive for on the job injuries, a leave of absence with full pay, for up to twenty-six (26) weeks, with no loss in sick leave credit, or any other leave time. Any monies received by employees from Workmen's Compensation during the leave of absence, which is for regular maintenance, shall be reimbursed to the County.

ARTICLE 16 (Continued)

The Employer further agrees to provide health insurance as a supplement to Medicare for retired County employees, if such coverage is available, and can be obtained.

The Employer also agrees to grant to all employees covered under this Agreement any other medical, dental, vision, or prescription plans granted to any other County employee groups during the term of this Agreement, (on the same terms and conditions to such other employee groups).

TRAINING - DISPATCHERS:

It is understood and agreed by the Parties that the employees covered by this Agreement are required to take, or to give, certain training. Training shall be arranged by the County at no expense to the employee for tuition and books. Training may be given to the employee during his normal work hours, or on his day off, in which case the employee who is required to attend such training on his day off shall be paid at the rate of straight time for each hour of training received on that day. In the event an employee volunteers for training on his day off, he shall receive no compensation for any hours of training received on that day. Authorization and/or requests shall be in writing.

ARTICLE 17

EMPLOYEE EXPENSES

Employees required to use personal vehicles in the pursuit of proper and necessary County business shall be reimbursed during 1978 and 1979 at the rate of eighteen cents (18¢) per mile.

All such personal car mileage shall be submitted on the proper forms, to be provided, and such mileage shall be computed on a portal-to-portal basis.

When any class of employment requires the use of specialized equipment, such as uniforms, rain gear, and safety equipment, these shall be provided, and maintained, by the Employer at no expense to the employees. Painters shall receive appropriate protective work clothing.

It is recognized that employees in the position of Mechanical Repairer, (excluding Helper), at any grade, provide their own tools for use on County jobs; and that such use of personal tools, to which only the individual owner has access, is a normal aspect of the trade; and that such employees shall receive an additional compensation of two dollars (\$2.00) per week for such use of their tools to be paid semi-annually. Any employee in the title of Mechanical Repairer - Helper, required to provide the use of his own tools, will also receive the tool allowance.

All other necessary expenses borne by employees in the course of work, which have been, by past practice, subject to reimbursement to the employees, shall remain in effect for the duration of this Agreement.

Any employee, except Dispatchers, working authorized overtime to a meal period, (defined as 6:00 A.M., 12:00 Noon, 6:00 P.M., 12:00 Midnight), shall be provided a meal by the County up to three dollars and twenty-five cents (\$3.25) in value. Should the County be unable to provide such meal, the employee shall be paid at the rate of three dollars and twenty-five cents (\$3.25) for such meal.

ARTICLE 17 (Continued)

If the employee works less than the minimum overtime (two (2) hours), the meal rate, if applicable, shall be one dollar and seventy-five cents (\$1.75).

DISPATCHERS:

All Dispatchers working a scheduled eight (8) hour shift plus four (4) or more hours, and for each subsequent continuous four (4) hour period of work, shall be provided a meal by the County up to three dollars and twenty-five cents (\$3.25) in value. Dispatchers who voluntarily agree to work one (1) or more eight (8) hour shifts beyond six (6) days in the standard nine (9) day work week shall not be entitled to a meal, provided one (1) or more hours notice to the employee was given prior to the start of the shift. If less than one (1) hour notice was given, then Dispatcher(s) shall be provided a meal by the County up to three dollars and twenty-five cents (\$3.25) in value. Meals, for work beyond this eight (8) hour shift, shall be calculated in accordance with the eight (8) hour plus four (4) hour method previously described in this paragraph. Should the County be unable to provide any such meal, the employee shall be paid at the rate of three dollars and twenty-five cents (\$3.25) for such meal.

ARTICLE 18

EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work.

Representatives of the County and Council No. 15 will survey facilities and discuss the needs for an employee lounge and sickroom. When space is located, such lounge and sickroom will be established.

The parking lot at the rear of the Administration Building on Main Street will be patrolled from 8:00 A.M. to 1:00 P.M. by a uniformed patrolman. All employees authorized to park will display official identification. The patrolled parking areas shall be reserved for employees with no reserved parking spaces for individuals except two (2) parking spaces reserved for judges in the Court House, two (2) parking spaces for the handicapped and four (4) parking spaces reserved for visitors, until 1:00 P.M., at which time the parking spaces for visitors, if not occupied by visitors, may be used by any employees authorized to park in said parking lot.

The Association and the Employer shall mutually determine which employees shall be issued permits according to the following: all employees working full time in offices bordering upon the County parking lot, and part time employees working in the same offices who work a minimum of four days per week. Parking for these employees will be on a first come first served basis. No other permits will be issued to any other persons either as a courtesy or for any other reason.

ARTICLE 19

SAFETY

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Association reserves the right to call upon the Employer, or any appropriate State or Federal agency, to investigate any matter involving work area or equipment. Such requests will only be made where the Association feels that the employee is subject to a possible impairment of health and safety.

A joint Safety Committee shall be established consisting of three (3) employees, and one (1) alternate, designated by the Association; and three (3) members, and one (1) alternate, designated by the Employer. This Committee, consisting of three (3) members from each side, shall meet bi-monthly, with special meetings to be called by either Party when necessary. The function of the Safety Committee shall be to advise the Employer concerning safety and health matters, but not to handle grievances. In the discharge of this function, the Safety Committee shall consider existing practices and rules, and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

ARTICLE 20

UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS

Should an employee report for work, and subsequently should the County decide to close County Offices for whatever reason, such employee who reports to work shall be credited for the days work. Should the County, for whatever reason, close County Offices before the start of a workday, or during the regularly scheduled workday, all employees will be credited with a days work.

ARTICLE 21

JOB CLASSIFICATIONS AND VACANCIES

The Employer shall post in all departments, advance notice for ten (10) working days of any position to be filled.

Prior to posting such notice, the Employer shall submit to the Association the proposed Title and Salary for the position to be filled.

When the Employer establishes a new job, for which there is no rate of compensation provided in the Schedules attached, the Employer and the Association shall reach agreement on an appropriate rate of compensation for the Title, in relation to existing positions, prior to promulgation of the advance notice. The Employer agrees that no appointment shall be made to any such position prior to an agreement of the Parties on the above.

ARTICLE 22

PROMOTIONS AND TITLE CHANGES

A. REVIEW BOARD:

The Employer agrees to establish a Review Board to study requests for promotions and/or changes in title. The Board shall also review the status of provisional employees who have passed Civil Service examinations, and have not been granted permanent appointment due to the absence of a complete certified list for the position held.

The Board shall be comprised of no more than three (3) members appointed by the County, and no more than three (3) members appointed by the Association, in equal numbers, with a Chairman acceptable to both Parties.

The recommendations of this Board shall be advisory.

B. PROMOTIONS IN 1978 AND 1979:

During 1978 & 1979, upon being promoted, an employee shall retain the same step on the salary schedule in the range to which he is promoted, if the new range is two (2) or less ranges higher. If the range to which he is promoted is more than two (2) ranges higher than his previous range, he shall lose one (1) step for every two (2) ranges his new range exceeds his old range beyond the initial two (2) ranges mentioned above.

A change in the range assigned to an employees position caused by a reclassification by the Civil Service Commission shall not be considered a promotion under the preceding paragraph.

ARTICLE 22 (Continued)

C. RECLASSIFICATIONS IN 1978 AND 1979:

In 1978 & 1979, when a range change is the result of a reclassification, the employee will be placed in the new range at the minimum; provided, however, if said minimum is less than ten percent (10%) above his previous annual salary, he will be placed at the next higher step that will result in a ten percent (10%) increase in annual compensation over his previous annual salary.

ARTICLE 23

TEMPORARY EMPLOYEES

Temporary employees are those hired during a period of emergency or to fill a temporary position, (position required for a period of not more than four (4) months, or for recurrent periods aggregating not more than four (4) months in any twelve (12) month period). Extension of such a position beyond these limitations will automatically change its status to permanent, and all benefits granted to Permanent and Provisional employees shall accrue to the employee, retroactive to date of hire.

These employees shall be paid at the rate of the title, and duties shall be scheduled within the regular workday. Overtime shall be provided in accordance with Article 11 of the Agreement.

The provisions of Article 21 shall apply to Temporary positions.

ARTICLE 24

DISCRIMINATION AND DISCIPLINE

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation, or Association activity.

If justification for such discharge cannot be agreed upon by the Employer and the Association, the matter shall be arbitrated in accordance with the arbitration provisions of this Agreement, or the employee may pursue all legal remedies afforded by the provisions of the Civil Service Act.

In any case of disciplinary action, including discharge, the Employer will notify the Association of the action taken no later than the next workday.

ARTICLE 25

PERSONNEL FILES

Employees shall have the right to inspect, and review their own individual personnel files upon request to the County. The Employer recognizes and agrees to permit this review and examination at any reasonable time. An employee shall have the right to define, explain, or object, in writing, to anything found in his personnel file. This writing shall become a part of the employees personnel file.

For the purposes of this Agreement, a personnel file is defined as any and all recorded matter concerning the employee, maintained by the Personnel Department or the Appointing Authority.

Copies of all material presently in an employees personnel file shall be provided to the employee, upon request, one (1) time only. Thereafter, copies of all materials added to the employees file shall be provided to the employee at the time of insertion.

ARTICLE 26

ECONOMY LAYOFFS

Layoffs for economy reasons shall not be effected before the Employer, in good faith, has first demonstrated the need for economy to the Association, and that the necessary economy will result from the layoff(s). Employees to be laid off shall be sent written notice; layoff(s) shall be according to rules of the Civil Service Commission.

An employee covered by this Agreement who is laid off pursuant to the provisions hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Civil Service Commission, in accordance with Civil Service Procedures, notwithstanding the language of Paragraph (b) under Step 1 of Article 27, "Grievance Procedure," providing an option to employees to take grievances either to the Civil Service Commission or to arbitration.

ARTICLE 27
GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the Parties, including the application, meaning, or interpretation of this Agreement shall follow this procedure:

STEP 1:

(a) The Association Representative shall present the grievance, or dispute, in writing, to the employee's immediate Supervisor within ten (10) working days of its occurrence, or ten (10) working days after the employee becomes aware of the event. The immediate Supervisor shall adjust the matter and respond, in writing, within three (3) working days. Failure to present the grievance within the time provided shall constitute an abandonment of the grievance and bar its filing thereafter.

(b) If the matter remains unsettled after Step 1, the employee may pursue the matter, at his or her option, either in the remainder of this procedure, or take the matter before the Civil Service Commission, in accordance with the Civil Service procedures. In the event the employee elects to pursue Civil Service remedies, then the employee shall be forever precluded from advancing the grievance through the remainder of the grievance procedure.

STEP 2:

If the grievance, or dispute, has not satisfactorily been settled in Step 1, the Association shall present it in writing to the Department Head, within five (5) working days after receiving the response from Step 1, or within five (5) working days after the response was due. The Department Head shall have five (5) working days to adjust the matter, and respond, in writing.

ARTICLE 27 (Continued)

STEP 3:

If the grievance, or dispute, has not been satisfactorily adjusted in Step 2, the Association shall present it to the Board of Chosen Freeholders or their designated representative, within five (5) working days after receiving the response from Step 2, or within five (5) working days after the response was due. The Board shall settle the matter, and respond, in writing, within five (5) working days. If the Board intends to convene a hearing into the matter, the time for this step shall be extended to fifteen (15) calendar days, provided the Association has been notified in writing of this intent within five (5) working days after the matter has been presented to the Board. This notice shall specify the time, and date of the hearing.

STEP 4:

If no settlement of the grievance, or dispute has been reached between the Parties in Step 3, either one (1) or both may move the grievance, or dispute to arbitration within thirty (30) calendar days of receiving the Board's response, or within thirty (30) calendar days of the time the response was due.

ARBITRATION:

Any Party wishing to move a grievance to arbitration shall notify the Public Employment Relations Commission, and the other Party, that they are moving a grievance to arbitration, and request that a list of arbitrators be furnished to the Employer, and the Association. The arbitrator shall be chosen in accordance with procedures set forth by the Public Employment Relations Commission.

ARTICLE 27 (Continued)

The arbitrator shall hear the matter on the evidence, and within the meaning of this Agreement, such rules and regulations as may be in effect by the Civil Service Commission of the State of New Jersey, which might be pertinent, and render his award in writing, which shall be final, and binding.

The cost of the arbitrator's fee shall be borne equally by the Parties.

EXTENSIONS AND MODIFICATIONS:

Time extensions may be mutually agreed to by the County, and the Association, by a proper instrument, in writing.

GROUP OR POLICY GRIEVANCE:

A group or policy grievance, or dispute shall be presented, in writing, by the Association, at the lowest step at which a settlement may be obtained.

ARTICLE 28

COPIES OF MINUTES

The Employer shall direct any County department, or agency, which is governed by a Board or Commission, to provide the Association copies of the minutes of any meetings held by such Board or Commission, no later than fifteen (15) days after the meeting has been held. The foregoing shall also apply to the minutes of the public meetings of the Board of Chosen Freeholders.

ARTICLE 29

GENERAL PROVISIONS

SECTION 1:

This Agreement constitutes the complete and final understanding of the Parties during the term thereof.

SECTION 2:

All terms of masculine gender shall be construed to include the feminine gender, and all terms stated in the singular shall be construed to include the plural, unless a different intention is clearly understood from the context in which such terms are used.

DURATION OF AGREEMENT

The terms and provisions of this Agreement shall be in force commencing January 1, 1978, and shall remain in effect and full force through December 31, 1979. The Parties agree to begin negotiating for a successor Agreement no later than September 15, 1979.

Copies of this Agreement shall be made available to Hunterdon Council No. 15 for distribution to all members of Council No. 15. The expense for printing this Agreement shall be pro-rated for both Parties.

IN WITNESS WHEREOF, the Parties have hereto affixed their signatures on this 10th day of October 1978.

ATTEST:

BOARD OF CHOSEN FREEHOLDERS OF
HUNTERDON COUNTY:

Original Signed
Dorothy K. Bertany

Dorothy K. Bertany, Clerk
Board of Chosen Freeholders

Original Signed
George D. Muller

George D. Muller
Freeholder Director

ATTEST:

HUNTERDON COUNCIL NO. 15
N. J. CIVIL SERVICE ASSOCIATION:

Original Signed
Gloria A. Weiman

Gloria A. Weiman, Secretary

Original Signed
Andrew J. Weiman

Andrew J. Weiman, President

WELFARE ADDENDUM

This Agreement made this 31st day of January, 1979, between Hunterdon Council No. 15, New Jersey Civil Service Association, hereinafter referred to as the Association, and the Hunterdon County Board of Chosen Freeholders, hereinafter referred to as the Board of Freeholders, and the Hunterdon County Welfare Board, hereinafter referred to as the Employer, shall constitute the complete and sole Addendum for the Hunterdon County Welfare Board employees to the 1978-1979 Agreement between the Hunterdon County Board of Chosen Freeholders and Hunterdon Council No. 15, New Jersey Civil Service Association.

It is agreed by and between the above named parties that only the Articles of this Addendum set forth below, which modify and amend the provisions of the said Agreement, shall apply to Hunterdon County Welfare Board employees. In those situations, if any, in which the provisions of the Agreement and the Addendum are in conflict, the provisions of the Addendum shall supersede and take precedence over those of the Agreement.

ARTICLE 1

SCOPE OF AGREEMENT AND BARGAINING UNIT

The Employer acknowledges that it has ascertained that the Association represents a majority of the employees set forth in the bargaining unit and is, therefore, legally entitled to recognition by the Employer as the sole and exclusive bargaining representative of the employees in the bargaining unit.

The bargaining unit for County Welfare Board employees shall include all employees of the Hunterdon County Welfare Board excluding, however, the Administrative Secretary, Administrative Supervisor, Counsel, Deputy Director, Director, Supervising Clerk Bookkeeper, and Assistant Administrative Supervisor.

Unless otherwise indicated, the terms employee or employees when used in this Agreement refer to all persons represented by the Association in the above defined bargaining unit.

The parties agree to file a joint request for clarification of unit with the Public Employment Relations Commission for the position of Training Supervisor, County Welfare Agency, in the Hunterdon County Welfare Board.

ARTICLE 2

PAYROLL DEDUCTIONS

A. Dues Checkoff

The Employer will deduct current uniform dues of employees who are members of the Association beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the Employer will forward a list of all employees hired or terminated during the preceding month.

ARTICLE 2 (continued)

PAYROLL DEDUCTIONS

A. Dues Checkoff (continued)

It shall be the sole obligation of the Employer to remit sums deducted to the Treasurer of the Association by the 15th of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made.

The Association shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the Employer's deducting sums as Association dues pursuant to this Article.

B. Automobile Insurance Coverage

The County agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Association shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the employer's deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless agreement from the carrier providing such group automobile insurance coverage. The contract between the insurance carrier and the County shall contain provisions reasonably acceptable to both the County and the Association.

ARTICLE 3

MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including but not limited to the rights of hiring, suspending, discharging in accordance with Civil Service rules, promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Civil Service Regulations and any other applicable law or provision of this Agreement.

It is understood that in the discharge of these rights every employee shall be treated within the accepted standards of common decency, courtesy and respect.

ARTICLE 4

ASSOCIATION REPRESENTATIVES

The Association shall designate such members of the Association as it deems reasonably necessary as Association Representatives, who shall not be discriminated against due to their legitimate Association activity.

ARTICLE 4 (continued)

ASSOCIATION REPRESENTATIVES

The Association shall provide the Employer with a list of all Association Representatives, who are employees of the Welfare Board, and will notify the Employer within thirty (30) days if any changes occur.

No more than two authorized representatives of the New Jersey Civil Service Association, Inc. so designated shall have the right to enter upon the premises of the Hunterdon County Welfare Board with prior twenty-four (24) hour written notice during working hours as long as such visits do not interfere with proper service to the public. Approval of the Department Head must be obtained prior to such visit.

ARTICLE 5

RIGHTS AND PRIVILEGES OF THE ASSOCIATION

The Board of Freeholders and the Employer agree to make available to the Association all public information concerning the financial resources of the County and the Agency together with information which may be necessary for the Association to process any grievance or complaint.

No more than five (5) Association representatives, two (2) of whom shall be Welfare Board employees, shall be permitted to participate in negotiations, conferences or meetings with the Hunterdon County Welfare Board. In the event the Welfare Board schedules negotiations, conferences or meetings during normal working hours, up to five (5) Association representatives, two (2) of whom shall be Welfare Board employees, may participate with no loss in pay.

Upon securing prior approval from the Welfare Board, representatives of Hunterdon Council No. 15 or of the State Association (NJCSA) or its affiliates so designated shall be permitted to transact official Association business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service.

Upon securing prior approval, the Association may use facilities and equipment when not otherwise in use,

The Association may use bulletin boards and mailboxes.

Should the representative of the Association or the Association itself cause any malicious damage to any facility or equipment owned by the County or the Agency, the Association hereby agrees to either repair such facility or equipment at its own cost or to reimburse the County or the Agency for the reasonable cost to repair said facility or equipment.

ARTICLE 6

ADHERENCE TO CIVIL SERVICE RULES

The Employer and the Association understand and agree that all Rules promulgated by the New Jersey Department of Civil Service shall be binding upon both parties.

ARTICLE 7

RULES OF THE EMPLOYER

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

ARTICLE 8

HOURS OF WORK

Employees will work thirty-five (35) hours during the normal work week, Monday through Friday, 8:30 A.M. - 4:30 P.M. with one (1) hour for lunch.

ARTICLE 9

BREAKS

Each employee herein represented shall be entitled to one (1) fifteen (15) minute break for each half-day period of work (morning and afternoon, and equivalent periods for shift work) in accordance with Ruling 11. Unused break time shall not be credited or accumulated in any way by the employee.

ARTICLE 10

WAGES

Wages for all Welfare Board employees covered by this Agreement shall be paid in accordance with the "Formula For Wages" attached hereto and made a part hereof.

ARTICLE 11

OVERTIME

A. Any employee given prior or emergency approval for overtime by his or her supervisor shall be granted compensatory time or payment on the basis of the rate of time and one half the employee's straight time hourly rate for each hour worked beyond thirty-five (35) hours worked in the employee's normal work week, all as provided by law.

1. In certain situations wherein overtime is required but budgetary considerations make payment for overtime impossible, employees may be asked to accept overtime on a voluntary basis to be paid in compensatory time at the rate of time and one half.

2. If employees elect to be paid in compensatory time for overtime work, such compensatory time may be accrued up to a maximum of thirty-five (35) hours (1 work week) which must be used within the next succeeding six (6) months. All hours in excess of the above must be used within thirty (30) calendar days.

3. The thirty-five (35) hours accrued for use at a later date shall be scheduled in advance in the same manner as vacation. If

ARTICLE 11 (continued)

OVERTIME

3. (continued) workloads do not permit the use of compensatory time when requested, the employee may elect to accept payment, provided there are no budgetary constraints or may continue to carry the time on the books for another six (6) months.

4. Should an employee's service terminate, unused earned compensatory time shall be reimbursed to the employee in the final pay.

B. Court Appearance

If an employee is required to appear in Court on Agency business during his working hours, he shall be excused with pay. If such Court appearance is required at other than normal working hours, the employee shall be compensated at his normal Overtime rate if he is otherwise eligible as indicated in Paragraph A. He will be entitled to mileage reimbursement as indicated in Article 17.

ARTICLE 12

HOLIDAYS

The thirteen (13) legal holidays presently observed shall continue to be observed under this Agreement (New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day and Christmas Day).

Also to be observed are any other additional holidays declared by the legally constituted authorities of the County, or any holidays declared by Gubernatorial proclamation which are not listed above. Employees who work on such days will receive compensatory time for their normal workday and their normal overtime rate for all hours beyond their normal workday.

When a holiday falls on a Saturday, it shall be observed on the preceding day, Friday.

When a holiday falls on a Sunday, it shall be observed on the following day, Monday.

ARTICLE 13

VACATIONS

All employees covered by this Agreement shall be granted vacation leave as follows in accordance with Ruling 11:

One (1) working day for each full month of service or major fraction thereof during the 1st calendar year;

After one (1) year of service through five (5) years of service, twelve (12) working days per year;

ARTICLE 13 (continued)

VACATIONS

After five (5) years of service through twelve (12) years of service, fifteen (15) working days per year;

After twelve (12) years of service through twenty (20) years of service, twenty (20) working days per year;

After twenty (20) years of service, twenty-five (25) working days per year.

Employees shall submit requests for vacation time no later than May 15 of the year with first and second choices. Vacations shall be scheduled on the basis of seniority by the Director of Welfare.

A vacation carryover of up to one-third (1/3) of a year's vacation credit is permitted upon written notice filed by December 1st. Vacation carryover in excess of one-third (1/3) entitlement must be requested by October 1st. The carryover must be used in the succeeding year or such vacation credit is forfeited. A vacation carryover is permitted only in accordance with the provisions of Ruling 11.

Service includes all continuous service with the Welfare Board or other County office, regardless of Civil Service status, provided there is no break in service of more than one week.

Vacation time may be used on a day basis. For purposes of scheduling annual vacations, requests shall state "(number) days to be used on a day basis," with no specific dates required. A separate request for the scheduling of each such day shall be made.

Each employee shall be given credit for each calendar year for all due vacation leave and shall be entitled to use credited leave when requested. Should an employee's service terminate before the end of the year, earned vacation leave shall be calculated based on the number of months (or major portion thereof) completed. Unused earned vacation leave shall be reimbursed to the employee in the final pay. Used unearned vacation leave shall be deducted from the final pay.

If an employee becomes ill while on vacation and requires the use of sick leave or should a death in the family occur for which bereavement leave is provided, then that time may be changed to sick and/or bereavement leave as applicable. He/she must notify the Director of Welfare by telephone, telegram or letter within two (2) days of the occurrence unless exceptional circumstances prevent such notification being given within the time provided. In addition, the employee must furnish medical evidence or proof of death in family upon return to work to verify an illness or injury which would have precluded his or her working in order to be credited with any sick leave or bereavement leave in lieu of a charge for vacation days.

Any substitution of sick leave or bereavement leave for vacation days does not extend the scheduled vacation leave beyond the expected date of return to work unless it is specifically authorized by the Director of Welfare.

ARTICLE 14

LEAVES OF ABSENCE

A. Sick Leave

Sick leave shall accumulate at the rate of one (1) day per month in the first calendar year of service, commencing in the first month or major portion thereof from the date of hire.

It is assumed that the employee shall remain in the service of the County for the remainder of the calendar year, and the total number of sick days, pro-rata, shall be credited to the employee. If separation occurs before the end of the year, and more sick leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay.

Sick leave shall accumulate year to year with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year.

B. Maternity Leave

An employee shall notify the Employer of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay and said leave shall be granted. A maternity leave of absence shall be for the maximum period allowed by Civil Service Rules. The employee may elect to return to work at an earlier date provided the employee shall be deemed medically fit to return to the duties and responsibilities of her position. Maternity leave with pay shall be granted in accordance with the provisions of Ruling 11.

C. Bereavement Leave

All employees shall receive up to three (3) days per calendar year in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, brother, sister-in-law, grandparent (of employee or employee's spouse), grandchild (of employee or employee's spouse), parent, step-parent, father-in-law, mother-in-law and any other relative in the employee's household. This leave is separate and distinct from any other leave time, and is non-cumulative.

D. Personal Leave

Employees shall receive non-cumulative personal days which shall be earned at the rate of one-half (1/2) day per month up to a maximum of three (3) days in the first calendar year.

During the second calendar year of employment and thereafter, employees shall be credited with three (3) days leave for personal business which is non-cumulative.

E. Other Leaves

All other proper and authorized leaves as provided in Ruling 11 and in the Rules of the Department of Civil Service shall be recognized and constitute a part of this Agreement.

ARTICLE 15

JURY DUTY

Should an employee be obligated to serve as a juror, he shall receive full pay from the Employer for all time spent on jury duty.

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

ARTICLE 16

MEDICAL AND OTHER BENEFITS

The medical and other benefits currently enjoyed by employees shall remain in effect during the term of this Agreement.

In addition, the Employer agrees to provide, at no cost to the employees, medical coverage in the form of Blue Cross, Blue Shield, Rider J and Major Medical as currently provided through the State Health Benefits Plan for all employees and their eligible dependents. The Employer shall also pay the monthly Medicare premium for each employee over age sixty-five (65).

Two (2) representatives of each party shall thoroughly investigate the State Health Benefits Plan as compared with such other health benefit plans as may be available from other companies in order to provide better coverage without increase in the monetary consideration. After the investigation is completed and upon letter of agreement signed by the parties, the employee medical benefit plan may be altered if deemed to be in the best interest of the parties involved, subject to approval by the Division of Public Welfare.

Each employee shall receive for on the job injuries a leave of absence with full pay for up to twenty-six (26) weeks, with no loss in sick leave credit or any other leave time. Any monies received by the employee from Workmen's Compensation during the leave of absence which is for regular maintenance shall be reimbursed to the Employer.

The Employer further agrees to provide health insurance as a supplement to Medicare for retired County Welfare Board employees on the same basis as such coverage is provided to retired State employees if such coverage is available and can be obtained.

ARTICLE 17

EMPLOYEE'S EXPENSES

Employees authorized and required to use personal vehicles in the pursuit of proper and necessary Welfare Board business shall be reimbursed at the rate of fourteen (14¢) cents per mile. Effective September 1, 1978, the mileage rate shall be increased to sixteen (16¢) cents per mile. In the event of an increase in the State mileage reimbursement rate, either party may, within thirty (30) days after the effective date of said increase, request the reopening of negotiations on the mileage rate.

ARTICLE 17 (continued)

EMPLOYEE'S EXPENSES

The Welfare Board shall continue its present policy of providing meals to its employees who are out of Hunterdon County on Welfare Board business. Reimbursement shall not exceed the maximum amount allowable under applicable State Travel Regulations.

Employees in the following titles who are authorized and required to use privately owned vehicles in the performance of their duties and for which they are being reimbursed shall be granted a total of fifty dollars (\$50.00) during 1978 and one hundred dollars (\$100.00) during 1979 to be used to defray additional insurance premium expenses:

Income Maintenance Specialist
Income Maintenance Technician
Investigator
Social Worker
Social Work Specialist
Supervisor

All employees using privately owned vehicles and claiming the above reimbursement shall carry liability insurance with minimum coverage of \$100/300,000.00 for personal injury liability, and \$50,000.00 for property damage and business use rating. Evidence that such insurance coverage is in full force and effect with companies approved by the New Jersey Department of Insurance shall be made available to the Employer prior to payment. Payment will be made in equal installments on a monthly basis up to the total lump sum figure for the year.

ARTICLE 18

EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work. Adequate parking for employees' automobiles will also be provided.

ARTICLE 19

SAFETY

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Association reserves the right to call upon the Employer or any appropriate State or Federal agency to investigate any matter involving work area or equipment. Such request will only be made where the Association feels that the employee is subjected to a possible impairment of health and safety.

A joint Safety Committee shall be established consisting of three (3) employees and one (1) alternate, designated by the Association, and three (3) members and one (1) alternate, designated by the Board of Freeholders. This Committee consisting of three (3) members from each side, shall meet bi-monthly

ARTICLE 19 (continued)

SAFETY

with special meetings to be called by either party when necessary. The function of the Safety Committee shall be to advise the Employer concerning safety and health matters but not to handle grievances. In the discharge of this function, the Safety Committee shall consider existing practices and rules and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

ARTICLE 20

UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS

Should an employee report for work and subsequently the County decides to close all County Offices including Welfare Board offices, for whatever reason, such employee who reports to work shall be credited for the day's work. Should the County for whatever reason close all County Offices including Welfare Board offices before the start of a work day, or during the regularly scheduled workday, all employees will be credited with a day's work.

ARTICLE 21

JOB CLASSIFICATIONS AND VACANCIES

The Employer shall post in all Departments, advance notice for fifteen (15) working days of any positions to be filled.

Prior to posting such notice, the Employer shall submit to the Association the proposed Title and Salary for the position to be filled.

ARTICLE 22

PROMOTIONS AND TITLE CHANGES

Review Board

The Employer agrees to establish a Review Board to study requests for promotions and/or changes in title. The Board shall also review the status of provisional employees who have passed Civil Service examinations and have not been granted permanent appointment due to the absence of a complete certified list for the position held.

ARTICLE 22 (continued)

PROMOTIONS AND TITLE CHANGES

Review Board (continued)

The Board shall be comprised of no more than three (3) members appointed by the County and no more than three (3) members appointed by the Association, in equal numbers, with a chairman, acceptable to both parties. The recommendations of this Board shall be advisory.

With regard to Welfare Board employees, it is recognized by the parties that the Welfare Board must adhere to the procedure set forth in Ruling 11 and said procedure is hereby incorporated herein. To the extent that any of the foregoing provisions of this Article conflict with Ruling 11, Ruling 11 shall govern.

ARTICLE 23

TEMPORARY EMPLOYEES

Temporary employees are those hired during a period of emergency or to fill a temporary position (position required for a period of not more than four (4) months). Any extension of such position beyond this period will automatically change the status of the position to permanent in accordance with N.J.A.C. 4:1-14.5.

If the temporary employee continues to be employed in the same title beyond the four (4) months, his status will be changed to provisional effective the first working day after the four (4) months or the effective date of the status change of the position by Civil Service regulations whichever is sooner and the employee will be entitled to benefits granted to such provisional employees on the effective date, and thereafter if otherwise eligible.

Overtime shall be provided in accordance with Article 11 of the Agreement.

ARTICLE 24

DISCRIMINATION AND DISCIPLINE

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation, Association activity, marital status, armed forces obligations, religious opinions or affiliations and physical handicaps.

In any case of disciplinary action, including discharge, the Employer will notify the Association of the action taken no later than the next workday.

ARTICLE 25

PERSONNEL FILES

Employees shall have the right to inspect and review their own individual personnel files upon request to the Employer. The Employer recognizes and agrees to permit this review and examination at any reasonable

ARTICLE 25 (continued)

PERSONNEL FILES

time. An employee shall have the right to define, explain or object in writing to anything found in his personnel file. This writing shall become a part of the employee's personnel file.

For purposes of this Agreement, the personnel file is defined as any and all recorded matter concerning the employee, maintained by the Hunterdon County Welfare Board with the exception of pre-employment information which will be held in application status. This information includes but is not limited to references and interview recommendations. Such material held in application status will be destroyed three (3) months after the date of hire providing it does not conflict with Civil Service regulations.

Copies of all materials presently in an employee's personnel file shall be provided to an employee upon request one (1) time only. Thereafter, copies of all materials added to the employee's file shall be provided to the employee at the time of insertion.

ARTICLE 26

ECONOMY LAYOFFS

Layoffs for economy reasons shall not be effected before the Employer, in good faith, has first demonstrated the need for economy to the Association, and that the necessary economy will result from the layoff(s). Employees to be laid off shall be sent written notice; layoffs shall be according to rules of the Civil Service Commission.

An employee covered by this Agreement who is laid off pursuant to the provisions hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Civil Service Commission, in accordance with Civil Service Procedures.

ARTICLE 27

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without the intervention of the Association.

ARTICLE 27 (continued)

GRIEVANCE PROCEDURE

B. Definitions

The term "grievance" shall mean an allegation that there has been:

1. A mis-interpretation or mis-application of the terms of this Agreement which is subject to the grievance procedure outlined herein and shall hereinafter be referred to as a "contract grievance"; or

2. Inequitable, improper, unjust application or mis-interpretation of rules or regulations, existing policy, or orders applicable to the Welfare Board, which shall be processed up to and including the Welfare Board, and shall hereinafter be referred to as a "non-contractual grievance."

C. Presentation of a Grievance

The Welfare Board agrees that in the presentation of a grievance there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one Association Representative, who is an employee of the Board, throughout the grievance procedure.

D. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.

STEP 1

a. The grievant shall institute action under the provisions hereof in writing, signed and delivered to his (or her) Supervisor within ten (10) working days of the occurrence complained of, or within ten (10) working days after he would reasonably be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. The grievant may be represented by an employee who is an Association Representative.

b. The Supervisor shall render a decision in writing within ten (10) working days after receipt of the grievance.

STEP 2

a. In the event satisfactory settlement has not been reached, the grievant shall, in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination at Step 1. The grievant may be represented by an employee who is a Local Association Officer or Representative.

b. The Director of Welfare, or his/her designee, shall render his/her decision within ten (10) working days after the receipt of the complaint.

ARTICLE 27 (continued)

GRIEVANCE PROCEDURE

STEP 3

a. Should the grievant disagree with the decision of the Director, or his/her designee, the aggrieved may, within five (5) working days, submit to the Board a statement in writing and signed as to the issues in dispute. In the event the grievant files his statement with the Board at least ten (10) working days prior to a Board meeting, the matter shall be placed on the agenda for that Board meeting. Statements filed less than ten (10) working days before a Board meeting may be heard by the Board at the meeting or, at the Board's discretion, placed on the agenda for the following meeting. The Board shall review the decision of the Director together with the disputed areas submitted by the grievant. The grievant and/or the Association Representative may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed. If the Board's decision involves a non-contractual grievance, the decision of the Board shall be final.

b. The grievant may be represented by a Local Association Officer or a representative of the New Jersey Civil Service Association, Inc. or both. A minority organization shall not present or process grievances.

STEP 4

a. Any unresolved contract grievances (as defined in B.I., Definitions above) except matters involving appointment, promotion, or assignment or matters within the exclusive province of Civil Service, may be appealed to arbitration only by the Association. The Association must file the request for arbitration within ten (10) working days after the receipt of the Board's decision.

b. Nothing in this Agreement shall be construed as compelling the Association to submit a grievance to arbitration or to represent an employee before Civil Service. The Association's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Association.

c. Where the grievance involves an alleged violation of individual rights specified in Civil Service law and rules for which a specific appeal to Civil Service is available, the individual may present his complaint to Civil Service directly. The grievant may pursue the Civil Service procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time on the grievance form.

d. The arbitrator shall be selected by agreement between the parties within thirty (30) working days following the execution of this agreement.

ARTICLE 27 (continued)

GRIEVANCE PROCEDURE

STEP 4 (continued)

The arbitrator shall be selected from a list of arbitrators who are members of the Institute of Management and Labor Relations of Rutgers University and shall be designated as permanent and shall serve during the life of the Agreement, or

e. If the parties do not desire a permanent arbitrator, they may have the option of selecting an arbitrator on a case-by-case basis as follows:

1) By selection from a list of arbitrators who are members of the Institute of Management and Labor Relations of Rutgers University, in accordance with the selection procedures of the Institute, or;

2) By selection from the panel of arbitrators maintained by the Public Employment Relations Commission, in accordance with the selection procedures of the Public Employment Relations Commission, or;

3) By selection from the panel of arbitrators maintained by the American Arbitration Association, in accordance with the selection procedures of the American Arbitration Association.

f. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the manner in an effort to expedite the hearing.

g. The decision or award of the arbitrator shall be final and binding on the Welfare Board, the Association, and the grievant or grievants to the extent permitted by and in accordance with applicable law and this Agreement.

Any arbitration decisions or awards affecting matters covered by Ruling 11 shall be subject to review by the Department of Human Services, Division of Public Welfare. Where the Department of Human Services, Division of Public Welfare, refuses to approve an arbitrator's decision or award as being in contravention of Ruling 11, this shall not be construed as preventing the Association from thereafter moving in an appropriate forum for the enforcement of the arbitrator's decision or award.

h. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except that he may not make an award which exceeds the Welfare Board's authority.

The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.

ARTICLE 27 (continued)

GRIEVANCE PROCEDURE

STEP 4 (continued)

i. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him, nor shall he submit observations or declaration of opinions which are not essential in reaching the determination.

j. The costs of the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.

k. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

l. The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.

m. Grievance resolutions or decisions at Steps 1 through 4 shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolution, as to the prior conduct of the other party.

ARTICLE 28

COMMUNICATIONS

The Employer shall provide the Association with copies of minutes of public meetings held by the Welfare Board as soon as they are prepared, with all references to Welfare Board clients deleted therefrom.

Two (2) members of the Welfare Board staff, on a rotating basis, as assigned by the Director, may attend the regular monthly meeting of the Welfare Board.

ARTICLE 29

GENERAL PROVISIONS

Section 1: This agreement constitutes the complete and final understanding of the parties during the term thereof.

Section 2: If any provisions of this Agreement or application of this

ARTICLE 29 (continued)

GENERAL PROVISIONS

Agreement to any employee or employees covered hereunder is held invalid by operation of law, by Legislative Act or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions contained herein shall not be affected thereby and shall continue in full force and effect.

Section 3: All terms of masculine gender shall be construed to include the feminine gender and all terms stated in the singular shall be construed to include the plural unless a different intention is clearly understood from the context in which such terms are used.

ARTICLE 30

EDUCATIONAL LEAVE AND ASSISTANCE

In accordance with the provisions of Ruling 11 of the Division of Public Welfare and subject to the availability of funds, the Welfare Board hereby agrees that it shall provide, during the term of this Agreement, a staff educational program.

ARTICLE 31

DURATION OF AGREEMENT

The terms and effects of this Agreement shall be in force commencing January 1, 1978 and shall remain in effect in full force through December 31, 1979. The parties agree to begin negotiating for a successor Agreement no later than September 15, 1979.

Copies of this Agreement shall be made available to Hunterdon Council No. 15 for distribution to all members of Council No. 15. The expense for printing this Agreement shall be pro-rated for both parties.

IN WITNESS WHEREOF, the parties have caused this Addendum to Agreement to be signed by their duly authorized representatives on the date first above written.

Hunterdon Council No. 15
New Jersey Civil Service Association, Inc.

Original Signed
By Andrew Weiman
Andrew Weiman, President

Original Signed
Attest: Gloria Weiman
Gloria Weiman, Secretary

Hunterdon County
Board of Chosen Freeholders

Original Signed
By Benjamin B. Kirkland,
Benjamin B. Kirkland, Director

Original Signed
Attest: Dorothy Bertany
Dorothy Bertany, Clerk

Hunterdon County Welfare Board

Original Signed
By John S. Haverstick
John S. Haverstick, Chairman

Original Signed
Attest: Ludmila F. French
Ludmila F. French, Clerk

Approved:

Original Signed
G. Thomas Riti
G. Thomas Riti, Director
Division of Public Welfare

Date February 26, 1979

FORMULA FOR WAGES

Notwithstanding the provisions of any prior Agreement, Addendum or Memorandum, the total annual wage to be paid to each employee for the duration of this Contract shall be based on the following:

A. Salary Ranges

1. Effective January 1, 1978, consistent with the provisions of Ruling 11 of the Division of Public Welfare, all employees covered by this Agreement shall be placed at the appropriate step on the salary range adopted by Ruling 11 as shown on the attached Schedules A and B, effective July 1, 1977, and per the revised Ruling 11, adopted per Emergency Rule, effective January 1, 1978, which is shown on Schedule A.

2. Effective July 1, 1978, all employees covered by this Agreement shall be placed on the appropriate range on a step to step basis as reflected on the attached Schedules A and C, effective July 1, 1978.

B. Annual Increment

1. During 1978 and 1979, an annual merit increment shall be provided on the calendar quarter anniversary date system to the maximum of the salary range in accordance with the provisions of Ruling 11 providing the employee's performance has been satisfactory.

2. Employees will be assigned a quarterly anniversary date as follows:

a. An employee hired from January 1st through March 31st shall have an anniversary date of April 1 of the following year.

b. An employee hired from April 1st through June 30th shall have an anniversary date of July 1 of the following year.

c. An employee hired from July 1st through September 30th shall have an anniversary date of October 1 of the following year.

d. An employee hired from October 1st through December 31st shall have an anniversary date of January 1 of the second year following date of hire.

3. When an employee is promoted or reclassified, he will receive a salary adjustment as indicated in Ruling 11 Part 1 Section 11. If the adjustment equals two or more increments in the old range, a new anniversary date shall be assigned on the basis of the effective date of the salary increase as indicated above for newly hired employees.

C. One-Time Cash Payment

1. Employees who are in Range #12 or below and who have completed at least one (1) year of continuous service as of January 1, 1978, shall receive a one-time cash payment of \$250.00 within thirty (30) days of the approval of this Agreement.

2. Employees who are in Range #12 or below and who have completed at least one (1) year of continuous service as of January 1, 1979, shall receive a one-time cash payment of \$250.00 within thirty (30) days of the approval of this Agreement.

FORMULA FOR WAGES (continued)

D. Hiring Rate

The hiring rate for certain positions shall be as follows:

1. Effective January 1, 1978

Range A 01 - \$6,202.35
Range A 02 - \$6,248.55
Range A 03 - \$6,286.35
Range A 04 - \$6,313.65
Range A 05 - \$6,328.35

2. Effective July 1, 1978

Range A 03 - \$6,027.37
Range A 04 - \$6,328.35
Range A 05 - \$6,644.77

E. Reopener On Negotiations For Wages

During the term of this Agreement, the parties agree to negotiate about the subject of wages in the event that further salary range revisions of Ruling 11, are adopted other than referenced in this Agreement, occur after the first year of this Agreement and result in changes in the levels of compensation for the majority of titles covered by this Agreement. Negotiations shall begin on this subject matter following the giving of thirty (30) days written notice by the Association to the Welfare Board of the Association's intent to commence negotiations on this subject. Negotiations shall encompass salary adjustments concerning all titles affected by the aforesaid revisions in Ruling 11 which shall be subject to approval by the Division of Public Welfare.

1/31/79

SCHEDULE A

	<u>Effective 1/1/78</u>	<u>Effective 7/1/78</u>
Clerk Bookkeeper	A05 \$ 6,027.00-\$ 8,136.45 (Hiring Rate \$6,328.35)	A05 \$ 6,328.35-\$ 8,543.29 (Hiring Rate \$6,644.77)
Clerk Transcriber	A06 \$ 6,328.35-\$ 8,548.05	A06 \$ 6,644.77-\$ 8,975.42
Clerk Typist	A05 \$ 6,027.00-\$ 8,136.45 (Hiring Rate \$6,328.35)	A05 \$ 6,328.35-\$ 8,534.29 (Hiring Rate \$6,644.77)
Income Maintenance Specialist	A18 \$11,365.20-\$15,341.55	A18 \$11,933.46-\$16,108.61
Income Maintenance Supervisor	A21 \$13,156.50-\$17,764.95	A21 \$13,814.33-\$18,653.15
Income Maintenance Technician	A13 \$ 8,905.05-\$12,021.45	A13 \$ 9,350.30-\$12,622.52
Investigator, CWA	A18 \$11,365.20-\$15,341.55	A18 \$11,933.46-\$16,108.61
Principal Clerk Typist	A12 \$ 8,481.90-\$11,443.95	A12 \$ 8,906.00-\$12,016.00
Senior Account Clerk (Typing)	A08 \$ 6,978.30-\$ 9,425.85	A08 \$ 7,327.22-\$ 9,897.13
Senior Clerk Bookkeeper	A08 \$ 6,978.30-\$ 9,425.85	A08 \$ 7,327.22-\$ 9,897.13
Senior Clerk Transcriber	A09 \$ 7,327.95-\$ 9,893.10	A09 \$ 7,694.35-\$10,387.74
Senior Clerk Typist	A08 \$ 6,978.30-\$ 9,425.85	A08 \$ 7,327.22-\$ 9,897.13
Social Service Aide	A04 \$ 5,740.35-\$ 7,746.90 (Hiring Rate \$6,313.65)	A05 \$ 6,328.35-\$ 8,543.29 (Hiring Rate \$6,644.77)
Social Worker	A18 \$11,365.20-\$15,341.55	A18 \$11,933.46-\$16,108.61
Social Work Supervisor	A21 \$13,156.50-\$17,764.95	A21 \$13,814.33-\$18,653.15
Supervising Clerk	A15 \$ 9,817.50-\$13,249.95	A15 \$10,308.38-\$13,912.40

1/31/79

C O M P E N S A T I O N S C H E D U L EEFFECTIVE JULY 1, 1978A N N U A L S A L A R I E S

Rng. No. Interval 5% Incre- Min. Range ment 1st.	2nd	3rd	4th	5th	6th	7th	Max.
A01 261.29 5206.01	5467.30	5728.59	5989.88	6251.17	6512.46	6773.75	7035.04
A02 273.42 5467.30	5740.72	6014.14	6287.56	6560.98	6834.40	7107.82	7381.24
A03 286.65 5740.72	6027.37	6314.02	6600.67	6887.32	7173.97	7460.62	7747.27
A04 300.98 6027.37	6328.35	6629.33	6930.31	7231.29	7532.27	7833.25	8134.23
A05 316.42 6328.35	6644.77	6961.19	7277.61	7594.03	7910.45	8226.87	8543.29
A06 332.95 6644.77	6977.72	7310.67	7643.62	7976.57	8309.52	8642.47	8975.42
A07 349.50 6977.72	7327.22	7676.72	8026.22	8375.72	8725.22	9074.72	9424.22
A08 367.13 7327.22	7694.35	8061.48	8428.61	8795.74	9162.87	9530.00	9897.13
A09 384.77 7694.35	8079.12	8463.89	8848.66	9233.43	9618.20	10002.97	10387.74
A10 403.20 8079.12	8482.64	8886.16	9289.68	9693.20	10096.72	10500.24	10903.76
A11 423.36 8482.64	8906.00	9329.36	9752.72	10176.08	10599.44	11022.80	11446.16
A12 444.30 8906.00	9350.30	9794.60	10238.90	10683.20	11127.50	11571.80	12016.10
A13 467.46 9350.30	9817.76	10285.22	10752.68	11220.14	11687.60	12155.06	12622.52
A14 490.62 9817.76	10308.38	10799.00	11289.62	11780.24	12270.86	12761.48	13252.10
A15 514.86 10308.38	10823.24	11338.10	11852.96	12367.82	12882.68	13397.54	13912.40
A16 541.33 10823.24	11364.57	11905.90	12447.23	12988.56	13529.89	14071.22	14612.55
A17 568.89 11364.57	11933.46	12502.35	13071.24	13640.13	14209.02	14777.91	15346.80
A18 596.45 11933.46	12529.91	13126.36	13722.81	14319.26	14915.71	15512.16	16108.61
A19 626.22 12529.91	13156.13	13782.35	14408.57	15034.79	15661.01	16287.23	16913.45

C O M P E N S A T I O N S C H E D U L E

EFFECTIVE JULY 1, 1978

A N N U A L S A L A R I E S

Rng. No.	Interval	5% Incre-	Min.							
<u>Range</u>	<u>ment</u>	<u>1st.</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>7th</u>	<u>Max.</u>	
A20	658.20	13156.13	13814.33	14472.53	15130.73	15788.93	16447.13	17105.33	17763.53	
A21	691.26	13814.33	14505.59	15196.85	15888.11	16579.37	17270.63	17961.89	18653.15	
A11	725.45	14505.59	15231.04	15956.49	16681.94	17407.39	18132.84	18858.29	19583.74	
A23	761.83	15231.04	15992.87	16754.70	17516.53	18278.36	19040.19	19802.02	20563.85	
A24	799.31	15992.87	16792.18	17591.49	18390.80	19190.11	19989.42	20788.73	21588.04	
A25	840.10	16792.18	17632.28	18472.38	19312.48	20152.58	20992.65	21832.78	22672.83	
A26	882.00	17632.28	18514.28	19396.28	20278.28	21160.28	22042.28	22924.28	23806.28	
A27	926.10	18514.28	19440.38	20366.48	21292.58	22218.68	23144.78	24070.88	24996.98	
A28	972.41	19440.38	20412.79	21385.20	22357.61	23330.02	24302.43	25274.84	26247.25	
A29	1020.91	20412.79	21433.70	22454.61	23475.52	24496.43	25517.34	26538.25	27559.16	
A30	1071.63	21433.70	22505.33	23576.96	24648.59	25720.22	26791.85	27863.48	28935.11	
A31	1125.66	22505.33	23630.99	24756.65	25882.31	27007.97	28133.63	29259.29	30384.95	
A32	1181.88	23630.99	24812.87	25994.75	27176.63	28358.51	29540.39	30722.27	31904.15	
A33	1240.31	24812.87	26053.18	27293.49	28533.80	29774.11	31014.42	32254.73	33495.04	
A34	1303.15	26053.18	27356.33	28659.48	29962.63	31265.78	32568.93	33872.08	35175.23	
A35	1367.10	27356.33	28723.43	30090.53	31457.63	32824.73	34191.83	35558.93	36926.03	
A36	1435.46	28723.43	30158.89	31594.35	33029.81	34465.27	35900.73	37336.19	38771.65	
A37	1508.22	30158.89	31667.11	33175.33	34685.55	36191.77	37699.99	39208.21	40716.43	

1

1